

The Nature Conservancy

JOB DESCRIPTION

POSITION TITLE:	DIRECTOR OF PHILANTHROPY
JOB TITLE:	Director of Philanthropy II
JOB FAMILY:	Philanthropy
JOB NUMBER:	150011
SALARY GRADE:	10
FLSA STATUS:	Exempt
LOCATION:	Helena, Montana

BASIC QUALIFICATIONS:

- Bachelor's degree in marketing, communications or related field and at least 7 years' fundraising or comparable experience.
- Experience managing and supervising a multi-disciplinary team.
- Experience with current and evolving trends in philanthropy.
- Experience in asking for and closing major gifts and building and maintaining long-term relationships with fundraising constituents such as major donors, foundations and corporations.
- Experience, coursework, or other training in of the basics of charitable gift planning.

ESSENTIAL FUNCTIONS:

The Director of Philanthropy is responsible for the oversight, planning, and implementation of a comprehensive philanthropy program that secures significant financial resources from individuals, foundations and corporations to support conservation goals in Montana and around the world. Manages major gifts functions, which can include annual giving, principal gifts, donor prospecting and research, planned giving, and special multi-year fundraising campaigns. Responsible for managing a select group of prospects. Works with senior staff to establish fundraising goals emanating from Montana's strategic plan and is accountable for these goals; manages the department's budget. Must be an excellent manager of people and programs and committed to conservation in Montana. Hires, manages, and establishes fundraising goals for Associate Directors of Philanthropy and other operating unit fundraising staff. Motivates and coordinates the efforts of a multi-disciplinary staff team and volunteers (including the Montana Chapter board of trustees) in fundraising, including donor cultivation and solicitation. Serves as senior staff to the Philanthropy Committee of the Montana Chapter board and works directly with committee chair and campaign chair to successfully launch and complete campaigns. Works closely with the state director to develop the Montana Board of Trustees into an active and successful philanthropic arm of the Montana Chapter. Focuses on long-range strategic priorities, advances the Conservancy's goals, and communicates a broad vision to others. Will work closely with conservation staff and the Montana leadership team in the development of financial plans for priority conservation projects. Serves on the Chapter's leadership team. Key role in updating and reviewing the Chapter's strategic plan. Understands and complies with all TNC gift-related policies and procedures and ensures ethical compliance, as defined by the Association for Fundraising Professionals. Must be able to work in collaboration with conservation experts, philanthropy staff organization-wide, high level volunteers, and others across a dispersed and complex organization. Must be inquisitive and self-motivated to learn domestic and global conservation strategies, and incorporate these strategies into fundraising results.

Responsible in partnership with chapter colleagues for a fundraising operating unit in a chapter with medium size to large fundraising goals of \$3 million to \$37 million a year although fundraising goals fluctuate depending upon current year operations and conservation goals.

KNOWLEDGE/SKILLS:

- Bachelor's degree in marketing, communications or related field and at least 7 years' fundraising or comparable experience.
- Extensive management experience including ability to motivate, lead, set objectives and manage performance of a large multi-disciplinary team. Ability to foster an environment of creativity and professional growth.
- Expert knowledge of current and evolving trends in philanthropy.
- Proven success in asking for and closing major gifts and building and maintaining long-term relationships with fundraising constituents such as major donors, foundations and corporations.
- Possesses a working and effective understanding of the basics of charitable gift planning. Knowledge of more advanced gift planning concepts a plus.

COMPLEXITY/PROBLEM SOLVING:

- Ability to design, implement and direct multiple projects, setting deadlines and ensuring program accountability.
- Ability to think strategically, creating competitive and breakthrough strategies and plans locally and organization-wide.
- Ability to communicate a compelling and inspired vision and sense of core purpose. Ability to inspire, motivate, and marshal resources throughout the entire organization.
- Ability to cultivate the creative ideas of others, make connections between ideas, and project potential outcomes.
- Ability to experiment to find creative solutions. Enjoys the challenge of unfamiliar opportunities.

DISCRETION/LATITUDE/DECISION-MAKING:

- Ability to make strategic decisions based on analysis, wisdom, experience and judgement.
- Ability to commit the organization's actions and resources in a way that affects public image.
- Maintains confidentiality of frequently sensitive and emotionally charged information.

RESPONSIBILITY/OVERSIGHT –FINANCIAL & SUPERVISORY:

- Broad management and leadership responsibility for administrative, professional and volunteer staff and department, including training and professional development. Establishes clear directions and sets "stretch" objectives.
- Broad financial responsibility includes setting and meeting fundraising objectives, evaluating results and developing corrective strategies as needed.
- Derives satisfaction from empowering and mentoring staff and volunteers to achieve exemplary fundraising results.
- Develops and administers development department budget.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Good communications and presentation skills; ability to persuasively convey the mission of TNC to diverse groups including major donors, corporate executives, board members and others who are critical to the organization's overall prosperity.
- Ability to communicate effectively with influential people. Can change tactics midstream and manage group processes during presentations or discussions.
- Leverages constructive and effective relationships with development team and leaders within the organization.
- Ability to diffuse high-tension situations comfortably and maintains composure under pressure.
- Reports to the State Director and works closely to support that position.

WORKING CONDITIONS/PHYSICAL EFFORT:

- Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
- Ability to work long hours and weekends. Willingness to travel frequently and on short notice.

APPLICATION DEADLINE: June 30, 2010

HOW TO APPLY:

Visit www.nature.org/careers and apply to job #12077. Complete entire application form, and then attach your resume and cover letter as a single document. You must click "Save and Submit" to apply for the position. Click "Save" if you want to be able to return to your application and submit it later. Once submitted, applications cannot be revised or edited. Failure to complete all of the required fields may result in your application being disqualified from consideration.

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